1. NAVIGATE TO COMM-PASS

a. www.comm-pass.com;
OR,
b. www.mass.gov/osd
i. Review *Online Services* menu
ii. Select *Comm-PASS*

2. CONDUCT BUSINESS MENU

a. Upper right-hand panel of Comm-PASS
b. Select Search for Contracts link

3. SWC SEARCH CRITERIA

a. Select Statewide Contract checkbox
b. Select ACTIVE using Document Status drop-down
c. Select any SEARCH button on the page
d. System searches for all Active Statewide Contracts

4. ACCESS SEARCH RESULTS

a. Select results link: *There are # Contract(s) found that match your search*
b. Don't see it? Look between **Search for Contract** and **Search by Keyword** labels

5. SORT THE LIST

a. Active SWCs are presented in order of earliest **End Date**.
b. Re-sort by selecting any underlined column title on this results list
c. Select **Document Number** header link to group related goods and services

6. PRINT THE LIST

a. Use your usual print commands
   i. Select *File* menu, *Print*; **OR,**
   ii. Select *File* icon, *Print*
b. If all pages print, go to Step 7.
c. If one page prints, repeat (a).
d. **Update to reflect new or expired SWCs**

7. SWC DOCUMENT NUMBERS

All SWCs are numbered using a prefix reflecting the general area of goods and services covered

- ANI – Live animal supplies and services
- CLT – Clothing/Footwear
- ENE – Energy/Fuel/Utilities
- FAC – Environmental Services
- FAC – Facility Maintenance/Repair
- FIR – Fire/EMS
- GRO – Food/Groceries
- HSP – Healthcare/Toiletries
- HSS – Human/Social Services
- ITC – IT Hardware
- ITS – IT Software & Services
- ITT – IT Telecommunications
- LAW – Safety/Enforcement/Protection
- MED – Healthcare
- OFF – Office/Recreation/Education
- PRF – Professional Services
- SSP – State Surplus Property
- VEH – Vehicles/Trans./Road Maint.

8. REVIEW DOCUMENT TITLES

1. The next time someone makes a request, review all the Document Titles associated with Contracts beginning with the prefix which best matches the goods and services index above.
2. If you locate a likely Contract, conduct a search following Steps 1-5.
3. **Review for new or expired SWCs**
4. Add one more criteria to your search by entering the three-letter prefix in the Document Number field.

9. ACCESS CONTRACT RECORDS

1. Select the *View* icon (eyeglasses) to access and review entire SWC record

10. YOUR RESPONSIBILITES

1. **Comply** with all applicable procurement laws, regulations, policies, procedures, and practices.

2. **Print, read, and follow** *OSD Updates*:
a. Official SWC usage guide
b. Stored on SWC *Forms & Terms* page
c. Specifies products, pricing, discounts, warranties, delivery terms, billing, exception guidelines, and more
d. Specifies if prior authorization to purchase is required

3. *After careful review of the OSD Update*, communicate via email* with the OSD Contract Manager:
a. **IF** making a purchase that meets Large Volume benchmark set in *OSD Update*.
b. **IF** you have any questions about the Contract requirements or terms.
c. **IF** you are unable to resolve conflicts with an awarded contractor.
   * Contact Information is provided on SWC *Issuer(s)* page. Use SWC Document Number as email Subject line.

4. **Protect your organization:**
a. **use the SWC Document Number** on all purchasing documents including but not limited to:
   i. Requests for Quotes
   ii. Purchase Orders
   iii. Order Receipts
   iv. Payment Vouchers/Checks
b. **ask the awarded contractor to use** the SWC Document Number on all:
   i. Quotes
   ii. Confirmations
   iii. Packing Lists
   iv. Invoices

11. MGL c. 30B

1. **Transactions for those goods and services specified under SWC comply under MGL c. 30B when purchasers EITHER:**
a. Buy from an awarded SWC contractor;
   OR,
b. Request quotes from only awarded SWC contractors and buy from the lowest bidder

12. FAC29 - Tradespeople

1. **Transactions for services specified under FAC29 DO meet MGL c. 30B requirements when purchasers BOTH:**
a. Limit transactions to expenditures between $0 and $10K;
   AND,
b. Request quotes from three SWC contractors awarded in required category and buy from the lowest bidder

2. **Transactions for services specified under FAC29 do NOT meet MGL c. 30B requirements when purchasers EITHER:**
a. Accept any quotes from vendors not awarded on FAC29;
   OR,
b. Exceed $10K on a purchase.

3. If you discover inadequate coverage in a trade category, please alert via email the FAC29 Contract Manager joseph.lydick@osd.state.ma.us.

13. ABOUT CONTRACTOR(S)

1. All awarded contractors appear on the *Vendor(s)* page of active SWCs
2. Review **Vendor Name** information:
   a. For ease of use, select column title to sort alphabetically
   b. Information may include contract restrictions to specified goods and services, and/or geographic zones, as detailed in *OSD Updates*
3. Review **Active?** status:
   a. ensure value is YES prior to purchase
   b. NO indicates purchases should NOT be made using this Vendor for some reason, e.g., unable to handle additional volume, renewal forms not processed, etc.
   c. Status can change, so check this value prior to each transaction
4. Review **Programs** icons:
   a. "mouse" over an icon to determine if the contractor holds certifications or offers incentives
5. Select **Details** icon (eyeglasses) to access further information and attached files, if any

14. CONSIDER JOINING THE PURCHASING COMMUNITY

1. All Massachusetts public purchasing entities are eligible to join the Comm-PASS Purchasing Community
2. Membership is free and includes:
   a. **Free** access to procurement document creation and management tools
   b. **Free** posting of bid announcements, bid packages, requests for information or quotes, contracts, and more
   c. **Free** access to data reporting tools
3. Select *Comm-PASS Resource Center* link at www.comm-pass.com for more membership information and forms